



Chief Court Administrator

Details

Job ID : 506

Title : Chief Court Administrator

Job Code : 0

Salary : \$2,185.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Family Court

Purpose

Providing administrative assistance to the Family Court Judges. Responsible for supervision of Court Administrator Office Staff and implementation of policies.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- Understanding the requirements of all services within Family Court

Job Skills/Abilities

- Computer Skills
- Excellent written and oral communication skills
- Ability to maintain professional relationships with co-workers, Court of Justice officials; staff and the public

Job Preferred Knowledge

- Supervisory Skills
- High degree of understanding of Family Court operations and procedures

Job Duties

- Supervises staff and job assignments
- Provide assistance to Family Court Judges
- Assists with recruitment selection and training of court personnel
- Acts as a liaison with public
- Make recommendations for improvement of case flow management
- Monitor case flow to assure efficient processing